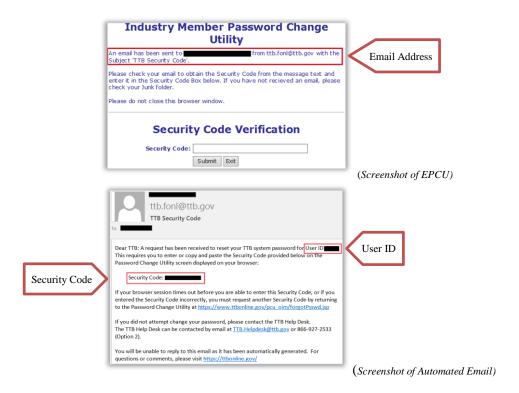


Password Change Utility (Industry Members)

Password Change Utility Quick Reference Guide

The following steps are a quick guide which will instruct you how to successfully change or reset your password, with the new Industry Member Password Change Utility system:

- 1. To access: visit https://ttbonline.gov/ and click "Expired password?" or "New or forgotten password?"
- 2. Enter your Username
- 3. Click "Submit"
- 4. Check your email for a message to be sent from "ttb.fonl@ttb.gov" which will contain your one-time Security Code for user validation & authentication (Note: please allow up to 5 minutes for the automated email to be sent to your inbox)



- 5. Enter your **Security Code** (manually or via Copy/Paste)
- 6. Click "Submit"
- 7. Enter a valid answer to your pre-selected security authentication question
- 8. Enter a new password of your choice within the New Password field
- 9. Re-type your newly chosen password within the **Retype New Password** field
- 10. Click "Submit"
- 11. Your successful password reset is complete! Please close your internet browser window (screenshot below)

